

# Customer Care Support Cover Letter

3598 Mei CommonRickiton, IA 42519-5336

**Dear Baylor Padberg,**

In response to your job posting for customer care support, I am including this letter and my resume for your review.

In the previous role, I was responsible for guidance to the customer on the best product solution for them, helping their business to thrive.

Please consider my experience and qualifications for this position:

- Approaches tasks by ensuring compliance to procedures and interacts in a friendly, professional & helpful manner
- Excellent customer service skills and a strong passion for customer service
- Strong proficiency in MS Office tools such as Word, Excel and Outlook  
Experience in using database-driven business applications
- Passionate, collaborative, results oriented leader capable of inspiring and building cross functional high performing teams to effectively drive change while achieving established goals
- Strong technical aptitude to quickly learn, adapt and become a power user of Demandforce in a high-growth, dynamic environment
- Advanced knowledge of G-Suite, Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word)
- Knowledge of HTML, CSS, Splunk, Admin2, Mixpanel, SFDC, JIRA and/or other SaaS support / monitoring tools or applications and understanding of web application protocols
- Demonstrated excellent interpersonal skills, social skills and communication skills by having professional experience in a customer facing role in a technology oriented/driven environment utilizing variety of communication tools such as email, phone /video bridges, and ticketing systems

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

